

Position Announcement #08-4
October 30, 2008

NOTICE OF TEMPORARY POSITION VACANCY

**UNITED STATES PROBATION OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS**

POSITION TITLE: **RECEPTIONIST** (Temporary position, appointment not to exceed one year and one day.)

DUTY STATION: **CHICAGO, ILLINOIS**

STARTING SALARY RANGE: **CL 22 (\$25,873 - \$42,057); actual starting salary depends on qualifications.**

CLOSING DATE: **Open until filled** (to ensure consideration application must be received by Friday, November 14, 2008)

POSITION OVERVIEW: This position is located in the Intake Unit of the Federal Probation Office in Chicago, Illinois. The primary duties of the receptionist are to receive, screen and refer telephone and in-person callers, including probationers, parolees, court personnel and the general public, as well as perform data entry, light typing, filing, and accepting mail and packages. Position requires intermittent use of personal computer throughout the day, and provides backup to the mail clerk. The position is temporary, full-time, Monday through Friday, 8:30 a.m. to 5 p.m. The Probation Office may continue the temporary appointment or approve conversion to a permanent position at its discretion, depending on budgetary and/or other factors.

QUALIFICATIONS: To qualify for the position the applicant must be a high school graduate or equivalent, and have at least one (1) year general clerical or office experience. Education above the high school level may be substituted for the general experience on the basis of one academic year equals nine months of experience. Experience should have included use of personal computers, copying and fax machines. Prior reception experience is preferred.

Additional requirements include:

- keyboard speed of at least 40 w.p.m.
- ability to file alphabetically
- demonstrated dependability and excellent work attendance
- ability to maintain confidences
- tact, good judgement, poise and initiative
- business - like appearance
- ability to lift and pull mail containers

TO APPLY: Application must be made on the government application form, AO 78. **Applications may be obtained at the this website: <http://www.ilnd.uscourts.gov/hr2/> or at the U.S. Probation Office, 55 E. Monroe, Suite 1500, Chicago, Illinois, 60603, during the hours of 8:30 a.m. to 4:30 p.m., Monday - Friday. To have an application mailed to you call our HR department at 312- 435-5729. Return applications to the same address, attention: Human**

Resources. Applicants called for an interview will be given a written test.

Due to the volume of applications received we will only communicate with those qualified individuals who are interviewed. Individual will be subject to a background criminal history check before employment offer is made. All new employees are subject to a 12-month probationary period from date of hire.

BENEFITS:

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security system.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in a group life insurance program.
- Optional participation in a group long term care insurance program, long term disability insurance program, as well as flexible spending accounts.
- Optional participation in the Thrift Savings Plan (401k Plan).
- A minimum of 10 paid holidays per year.
- Excellent opportunities for with-in grade salary increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER